



invites your interest in the position of



Assistant Director of Public Works Operations

Filing deadline: 5:00 p.m., Friday, December 2, 2005

Recruitment No. 05-398

Revised: 11/15/05



The City of Chula Vista

Founded in 1911, Chula Vista is a beautiful coastal community with a population of over 217,500 located seven miles south of downtown San Diego. In Chula Vista, you will find the best California has to offer including a great year-round climate with smog-free air; two marinas with easy access to San Diego Bay for sailing, windsurfing, water skiing, and other water sports; nearby beaches, beautiful foothills and back country with bass fishing in Otay Lake; and opportunities for horseback riding, hiking, and camping.

The City of Chula Vista has 48 parks, three regulation golf courses, two municipal swimming pools, 61 tennis courts, and five community centers. There is a fine school system. Excellent shopping facilities and modern housing are available throughout the city. Chula Vista continues to develop as a community and has exciting plans for the development of the Bayfront. Located in one of the most beautiful areas of the nation, the City of Chula Vista offers an excellent place to live and work. We are also home to the Olympic Training Center.



The City operates under its own charter with a Council-Manager form of government. The Mayor and four Council members are elected at-large for four-year overlapping terms. The City has a long history of political and financial stability. Through careful financial management, the City has built up substantial budget reserves.

The City has over 1,160 full-time employees and an operating budget of approximately \$155.9 million allocated to the following departments: City Attorney, Engineering, Finance, the Chula Vista Nature Center, City Clerk, Fire, Planning & Building, City Manager, Human Resources, Police, General Services, Conservation & Environmental Services, Community Development, Library, Public Works, Management & Information Services and Recreation.

The Department



The City of Chula Vista's Public Works Operations Department is responsible for maintaining the City's infrastructure. The department is committed to provide a safe environment for the city's residents and to keep the city beautiful. We provide the means for residents to live in the City, and get safely to work, schools, shops, businesses, offices, and other communities. The Public Works Operations Department consists of the following divisions: Infrastructure Maintenance, Inspection Services, Parks & Open Space, Fleet Management and Transit, which all work together to deliver services to the public. The Infrastructure Maintenance Division provides maintenance of public streets, sidewalks, City trees, sewers, storm drains, drainage channels, and sewer lift stations. Inspection Services is charged with providing efficient and cost-effective construction contract and permit administrative services. The Parks and

Open Space Division maintains over 360 acres of immaculately maintained parks for all to enjoy and over 1,500 acres of open space. Fleet Management is responsible for keeping City police cars, fire apparatus, maintenance equipment and other city-owned cars and trucks in good working condition. Transit provides public transit services for the residents and visitors of the City of Chula Vista.

The Position

The Assistant Director of Public Works Operations, reporting directly to the Director of Public Works Operations is responsible for :

- Assisting the Director of Public Works Operations in managing and directing the Public Works Operations department.
- Assisting in the development and implementation of goals and objectives; assisting in the development of and implementation of policies and procedures related to public works functions; assisting in the review of department's programs efforts and direction; identifying operational problems and formulating appropriate solutions.
- Working with Human Resources and the City Attorney on disciplinary matters; conducting investigations and preparing recommendations of discipline and appropriate written disciplinary actions.
- Planning, organizing and directing the services provided in the areas of Traffic Signing and Striping, Public Streets, Wastewater and Storm Drain collection systems, compliance with the Clean Water Act, Urban Forestry, Parks, and Open Space Districts, as well as infrastructure construction inspection and National Pollutant Discharge Elimination System (NPDES).
- Reviewing development plans and other discretionary action; providing recommended conditions.
- Reviewing improvement and grading plans.
- Developing, implementing, and monitoring the Public Works Operations department work plan; assigning work activities, projects, and programs; monitoring workflow; reviewing and evaluating work products, methods, and procedures.
- Reviewing and approving negotiated contracts for outside services and equipment.
- Assisting in the preparation of the Public Works Operations Department budget; assisting in budget implementation; participating in the forecast of additional funds for staffing, equipment, materials and supplies; administering the approved budget.
- Recommending the appointment of personnel; providing or coordinating staff training; conducting performance evaluations; implementing discipline procedures as required; maintaining discipline and high standards necessary for efficient and professional operation of the department.
- Building and maintaining positive working relationships with Council members, co-workers, other City employees at all levels and the public using principles of good customer service.

The Ideal Candidate

The City is seeking an innovative and creative manager with excellent interpersonal skills. The ideal candidate will establish a positive team-focused environment that encourages staff members to meet the goals and objectives of the Department, while also providing exceptional customer service in the most cost effective and efficient manner. The ideal candidate should have a solid knowledge of municipal public works projects, activities and practices; civil engineering theories, procedures and methods, principles and practices of streets, trees, and ground maintenance; and contract negotiations and administration. The candidate must have basic knowledge of the subdivision process and the Subdivision Map Act. The candidate must also be able to read final maps and interpret improvement and grading plans as related to maintenance. The ideal candidate will have field experience in the area of construction, management, and inspection.

Qualifications

Education, Experience and Training - Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. Typically, six years of increasingly responsible professional experience in planning, development, construction, inspection, and/or maintenance of Public Works facilities, including two years of management responsibility and training equivalent to a Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a related field.

License/Certificate: Possession of a valid California driver's license and a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

The Selection Process

Candidates whose education, training, and experience best meet the needs of our position will be invited to participate in the selection process.

HOW TO APPLY

Applicants should submit an official City application and supplemental questionnaire (click here to download) form along with a resume by 5:00 p.m., Friday, **December 2, 2005** to:

City of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista, CA 91910

Applicants seeking additional information regarding the City or position should contact the Human Resources Department at (619) 691-5096. Applications may be downloaded via our website www.chulavistaca.gov.

Assigned staff:

Irene Mosley, Human Resources Operations Manager,
Telephone: (619) 409-5927, E-mail: imosley@ci.chula-vista.ca.us.

Compensation & Benefits

The salary for this position is \$124,922 annually with an additional 3% effective January, 2006. The City also provides an excellent benefits package including:

Retirement:	The City contributes the employee's full 8% share to the California Public Employees Retirement System (CalPERS). The City provides the 3%@60 formula. The City does not participate in Social Security.
Flexible Benefit Plan:	This position receives \$10,146 annually, from which medical insurance must be purchased for the employee. The remaining money may then be used to purchase a wide variety of non-taxable benefits or receive taxable cash. (The amount will be pro-rated based on plan year and start date.)
Insurance:	The City provides life and AD&D insurance coverage of \$50,000.
Long Term Disability:	The City pays the total premium for a short and long-term disability policy.
Vacation & Holidays:	This position receives 15 days of vacation for the 1st - 14th year of service; 25 days for 15 + years of service plus three floating holidays and ten hard holidays.
Sick Leave:	Sick leave is accrued at the rate of one day per month, with the option of a cash payment of 1/4 of the annual accumulation if four days or fewer are used during the year. Beginning sick leave and vacation balances are negotiable.
Management Leave:	This Senior Manager position receives 80 hours of Management Leave annually which must be used before the end of the fiscal year. Hours are pro-rated based on date of hire.
Deferred Compensation:	A non-contributory deferred compensation plan is available. In addition, you may choose to participate in the City's 401(a) plan, which matches 2% of salary.
Flexible Spending Accounts:	Employees may participate in a Health and/or Dependent Care FSA that will allow them to pre-designate money into these accounts on a pre-tax basis.
Vehicle Allowance:	\$400 a month is provided.

Additional Information

Equal Opportunity Employer: The City of Chula Vista is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, or disability in employment or in the provision of service.

Americans with Disabilities Act: The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation, contact the Human Resources Department.

Pre-Placement Physical: Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

Employment Eligibility Verification: Successful applicant will be asked to show proof of citizenship or provide documentation of the legal right to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.

- ASSISTANT DIRECTOR OF PUBLIC WORKS OPERATIONS**
Supplemental Questionnaire Form
Recruitment No. 05-398

3. Describe your administrative experience dealing with service contracts such as street sweeping and tree trimming. Include a description of any problems you have encountered with those type of contracts and how the problems were resolved.

4. Describe in detail your work experience administrating Capital Improvement Projects (CIP) .. Explain your role and responsibilities, and what type of work was involved. and the difference between a CIP project and a land development project.

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process.

Print Name

Signature